

- 5/22/90 Arranged to have MC-86 pumped over on shifts - 71 million a day production.
- 5/22/90 Mel Dailey sent up a recorded phone call - customer complaint from Ron Gilliam of Portland, Maine. Wrote down information from tape and gave to Jimmy. Returned the tape to Mel. Complaint received by Security on Sunday, May 20.
- 5/22/90 Called Safety Committee members to remind them of Thursday's meeting. Jimmy not here to type meeting notice.
- 5/22/90 Toured 1-12 (Investigation of safety hazards).
- 5/23/90 Follow-up on items from 1-12: ① Removable shield or guard under case conveyor or extended platform to prevent falls from platform to floor such as Mary Firman's. ② Need to re-design area where employees climb on conveyor to unjam cases with only a board to protect from falls. ③ Ladders we installed several months ago (platform appears to be sufficient). ④ On/off switch for conveyor does not lock-out.
- 5/23/90 Bill Speicher signed Betty Zegenbush PA - Returned PA to Joe.
- 5/23/90 Norma wrote smoke panel procedures for Barbara. I reviewed, copied & returned to Norma.
- 5/23/90 Compiled meeting notes for Safety Committee meeting scheduled for tomorrow.

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- 5/23/90 Obtained "Lockout" video from Kevin Connell for use in mandatory "Lockout/Tagout" classes.
- 5/23/90 Chris Irving report due today because of holiday. Nothing to report. No change in status of projects - No new projects.
- 5/23/90 Distributed meeting notice - Safety Committee had already called members.
- 5/23/90 David Applegate said that he will see that PZ Room is copied on Five Week production schedule.
- 5/23/90 Ruth Korb told Medical Department that her doctor wants her to walk part of day and sit down part of day. Janice has assigned her to train/observe with inspector and help Tammy with secretarial duties.
- 5/24/90 David Decker (Ext 1239) is Engineering Co-op Student in charge of PZ Room expansion.
- 5/24/90 Tammy said that she will take care of the Primary/LIPP portions of John Cole's Project Activity Report. I will be on vacation next week. Tammy will call Del & Diana.
- 5/24/90 William Bell and Karen Deane expressed concern over the downward trend on the Marlboro smoking results (graphs)

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5/24/90 I explained that, at the time of the ^{beginning} trend.
 (cont) Several experienced panelists had left due to manning adjustments and had been replaced by inexperienced panelists. Explained that many of the panelists are still being trained in taking scale/degree of difference ratings.

5/24/90 Safety Committee Meeting Refer file 15DS504 -
 Safety Committee Minutes / Meeting notices.

5/24/90 An "Eye Wash" video was shown at the Safety Committee meeting. Anna asked to keep the video until the end of the day so that she could show it to the Audit inspectors. She showed the film to the inspectors and returned the video to Kevin Connell before 3:00 pm.

5/24/90 Bill Speicher pointed out that an alcohol container in the HC Room was unsafe. "A" Shift Analytical Technicians said that the container had been placed in the HC Room on "B" Shift yesterday because of special testing and would be removed ASAP.

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5/24/90 Went with Kevin Connell and Gene to investigate solutions to safety hazards in that area. Kevin asked Gene to write a work order to place a removable shield or guard under platform where Mary Firman fell or extend the platform. Kevin said that he would work with Engineering to redesign area where employees must stand on conveyor to unjam cases. Kevin agreed that the platform ladder placed on 1-12 several months ago is sufficient for unjamming cases in the

- 5/24/90 Lockout training will begin the week of June 4 and will be completed the week of June 18.
- 6/5/90 David Decher called concerning the PZ Room modifications. He said he gave new plans to Joe last week. (I was on vacation). Joe is on vacation this week. We will get with Joe when he returns.
- 6/5/90 Stu Burns said that he wrote a letter to John Skipworth justifying the use of masking tape in the flavor room. He said that I could do the same in order to allow the tape in the PZ Room - He gave me his letter format.
- 6/5/90 Placed trouble call through operator at 10:00 AM - No Hot Water in PZ Room.
- 6/5/90 Ed Tucher needs contingency plan for converting filler and PZ to VSSS ment new formula. Need to make sure that filler and PZ are switched at the same time (Menthol added to APC flavor to make up for menthol reduction in PZ).
- 6/5/90 VSSS Ment test to evaluate changing of PZ: approved.
- 6/5/90 Dan Bloch favors changing to new formula VSSS ment - "Clean break after shutdown"

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- 6/6/90 Documentation sheets to be used with Safety Shower Tester still not received from Loss Prevention. Could not reach Kevin Cornell.
- 6/6/90 Spare tank in P2 Room still not modified. Called Shop.
- 6/6/90 Called Phyllis Andres to verify 18.6 Million daily production schedule for Merit Ment. Ultra-lights next week.
- 6/6/90 Preparation for Lockout training. (Class format, etc).
- 6/6/90 Picked up locks to be distributed in lockout training from Kevin Cornell.
- 6/6/90 Called Diana Beard. She verified that all LSPR Lab personnel will be trained (Lockout) at LSPR (Mike Curran instructing)
- 6/6/90 Sat in on Lockout training class (Jim Moore instructing) to see how much information he could cover in 30 minutes. The class lasted 55 minutes. The extra time involved was due to extensive question and answer session.
- 6/17/90 Called Jim Moore to make sure no conflict (Conf Rm) in 3rd Shift classes. His are Wed night. Mine are scheduled for Tuesday.
- 6/7/90 Gave "Lockout Training" memo to Sammy for typing. Coordinated ^{class} times through Gene, Janice and Anna.

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- 6/7/90 Called Mel Driley - Water dripping on electrical power box outside Lab. He investigated along with security personnel and arranged to have leak fixed.
- 6/7/90 Distributed memo - "Lockout Training" class schedule.
- 6/7/90 Production floors and Labs evacuated due to Tornado warnings. Employees were instructed to go to areas on lower floors - away from windows.
- 6/7/90 Trained new Regular panel members.
- 6/7/90 No menthol spec on Alpine FF 6's. Obtained from Richmond.
- 6/7/90 Explained equipment inventory to Delmar. Denny unable to work on it due to checking on budget.
- 6/7/90 Preparation for "Lockout" classes (class materials, overheads, reviewed text and video).
- 6/7/90 Lockout training classes scheduled:
- | | | | |
|--------------|---|------------------------|----------|
| "A"
Shift | { | Friday, June 8 | 9:45 AM |
| | | Friday, June 8 | 11:00 AM |
| | | Monday, June 11 | 11:00 AM |
| | | Thursday, June 14 | 9:45 AM |
| "B"
Shift | { | Monday, June 11 | 3:15 PM |
| | | Thursday, June 14 | 3:15 PM |
| | | Tuesday night, June 12 | 11:15 PM |
| | | " " " " " | 12:00 AM |
- Additional classes will be scheduled for employees on VAC, STD, etc.

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6/7/90	Scheduled (Reserved) ^{6-1 P.M.} Conference Room for all scheduled classes.
6/8/90	Instructed two Lockout Training classes ("A" Shift)
6/8/90	Talked with Mary Carney and Betsy Liversay concerning Betty Fezenbush's STD extension. It was felt by all concerned that she is sufficiently recovered to return to light duty. I assured ^{her} that light duty tasks are available to her in Q.A. Betsy said that she will call Betty's doctor and discuss with him.
9/11/90	Instructed two Lockout Training classes "A" Shift & "B" Shift.
6/11/90	Ordered locks for Peggy Lee and Jerry Price.
6/11/90	Reviewed May Safety Committee minutes.
6/11/90	Alpine Lights 100's SP (6/4 production) will be evaluated tomorrow by the Menthol panel at the request of Customer Services.
6/12/90	Instructed two Lockout Training classes "C" Shift.
6/12/90	Bernie said that Burnett Street personnel will receive Lockout training at the Warehouse (Mike Johnston instructing)
6/12/90	Dorothy Thompson will receive Lockout training with Shipping.
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- 6/12/90 Investigated accident - Jackie Burton - Finger injury (not recordable). Accident due to missing knot on probe on box. It was noted that many machines in factory have knots missing from probes. Janice Brannan will follow-up to have knots replaced on all machines found to be without them. Sent accident report to Kevin Cornell.
- 6/12/90 Betsy Livesay called and said that she had called Betty's doctor (Refer: pg 93). She explained that we had light duty available for her. He still would not allow Betty to return to work until June 25.
- 6/12/90 Talked with Joe McGrath concerning conversation with Betsy Livesay. He felt that, when Betty returns to work on June 25, she should be assigned to light duty rather than immediately assuming P2 Room duties. I agreed.
- 6/12/90 Made corrections to Safety minutes draft and returned to Tammy for typing.
- 6/12/90 Hand carried information to Kevin Cornell pertaining to OSHA 29CFR 1910.1450 - Regulation Concerning "Occupational Exposure to Hazardous Chemicals in Laboratories". He will investigate to find out if this regulation applies to us.
- 6/12/90 Talked with Kevin Cornell concerning safety training programs. He said that mandatory "Personal Protective Equipment" classes will begin after "lockout" training is completed.

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- 6/12/90
Cont) Kevin suggested that we hold-off on other safety presentations until "Lockout" and "Personal Protective Equipment" training is completed. He also said that "Safety Basics" training has been dropped for now.
- 6/14/90 Talked with Stu Burns concerning a letter he had written to allow the use of masking tape in the Flavor Cookroom. He gave me the format to use to authorize the use of the tape in the PZ Room.
- 6/14/90 Instructed two "Lockout" training classes - "A" Shift and "B" Shift.
- 6/14/90 Chris Irving report - Nothing to report - No new "major" projects - no significant change in existing projects.
- 6/14/90 Went with Denny to Packing floor to check to see if packers should be locked out before swabbing. It was decided that the "lockout" buttons already on the machines are sufficient. The buttons disengage all start-up mechanisms
- 2055559065
- 6/14/90 Anna O'Neal brought to my attention that the quality computer terminals on 2-10 and 5-12 are located in potentially dangerous areas due to high traffic, stacking of supplies, location of machinery, etc. She suggested moving the computer terminals to a more isolated area on the make-pack floor or, possibly, to the 6-1 Lab. I suggested that we investigate further and, if necessary, put the Safety Committee to work on this one.

6/15/90 Investigated accident - Nancy Foster - While pulling on a case on the bottom row of a pallet to bring it half-way out in order to open one flap to check for quality in the product, a case from the top row was vibrated off and struck her on the hip. (Not Recordable) Medical Dept. evaluation - Contusion to right hip. Upon investigation, it was discovered that the cause of the accident was removal of the supporting string for the top row of cases prior to the accident. Prevention: Sam Witten will issue a memo to all Shipping Inspectors to continue to check cases at all levels on the pallet but if it involves a lower level case, the supporting string must be properly in place. (Sent accident report to Kevin Connell).

6/15/90 Received Spec. change for VSSS menthol. Plasticizer changed from ML-74 to ML-37. Sent copy to Viola/Jan in PZ Room and instructed them to make sure Betty reads it as soon as she returns to work. Made a note on my calendar to make sure Betty is aware of this when she returns.

6/15/90 Carl Anderson called and wanted to know what kind of material to use in valve seats for PZ Room. Needs a material impervious to PZ. I advised polyolefins (polyethylene or polypropylene).

6/15/90 Dan Block said that he would like to move the effective date of the Spec Change for VSSS ment up to the 18th of June. He will call Ed Tucker for formula. Doug Feasel called John Ellis. Spec was

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- 6/15/90 changed. (Effective date 6/17/90). Formula to
out be faced to Jan today. This change in date
was due to change in production requirements.
- 6/15/90 Called Viola and advised her of change in
effective date of Psec.
- 6/15/90 Distributed Safety Committee meeting minutes
(May).
- 6/15/90 Received sign-in sheets to determine how
many employees had not attended classes so
that make-up classes can be scheduled.
- 6/15/90 Working with Dan Block to coordinate run-out
of filler (VSSSM) with PZ/plug changes.
Filler cannot be mixed due to change in
A/C flavor necessitated by PZ change.
- 6/15/90 Viola called concerning high amount of menthol
PZ usage projected for next week.

PZ	Gal. Per Day
ML 84	331
ML 86	238
ML 38	119
ML 58	218
ML 37	47
ML 17	225

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She said that she thought that she could
handle it (with help from Chuck Masterson)
but will call me if any problems arise.

6/15/90 Bill Speicher showed the video "Sid" to Staff.

6/18/90 Staff Meeting:

- Medical Dept will offer blood pressure/cholesterol screening next week.
- A meeting will be held June 26 in the Marlboro Conference Room to discuss problems with Specs, materials, PZ Considerations, etc. - Suggestions needed to improve productivity, quality, cost.
- Payroll errors discussed.
- A software training course will be offered "Competitive Edge" Cost per course 140.00.
- R&D Reps. will be in this week to discuss Project Ambrosia.
- Joe to call Dale Frazier to discuss which department will be responsible for PZ Room improvements & new lines (Budget)
- Discussed status of "Lockout" training.
- Project assignments - None to Primary, O. A.

6/18/90 Compiled memo scheduling make-up classes for Lockout training.

6/18/90 Tom Hayes said that Equipment Inventory had been simplified. Bernie should have new book. He also said not to count calculators or office furniture.

6/19/90 Talked with Joe McBrath about VSSS next PZ change. No problems have been encountered with coordinating scheduling.

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- 6/19/90 Sent out Safety Committee meeting notice -
Scheduled for June 22.
- 6/19/90 Went through equipment inventory sheets that
Bernie brought from meeting. Tried to call
Tom Skye - He was out for the day. Returned
computer sheets to Bernie.
- 6/19/90 Distributed schedule - Make up classes for
Lockout training.
- 6/20/90 Investigated accident - Jeff Kupper - Not recordable.
Jeff was using a pipette to add Chelant solution
to boiler water for EDTA test. When the top
of the pipette broke off under pressure of plunger,
he tried to catch broken pieces and stabbed his
thumb on a piece of broken glass resulting in
a puncture wound. Chelant solution did not
make contact with injured skin. Accident attributed
to a reflex action. Employee was cautioned
to be careful when working with glassware.
Sent accident report to Kevin Cornell.
- 6/20/90 Thomas (Ext. 5816) in Richmond called about
subjective evaluation of Park Project cigarettes.
He asked that our smoke panels evaluate
cigarettes after "tune & test" to make sure cigarettes
are acceptable to ship. Talked with Gene, Anna,
Patti and Virginia to make sure cigarettes will
be sampled at the tune and test portion of the
project for subjectives. Told Barbara that the
cigarettes may need to be tested the week of
June 25. Cigarettes will be shipped only if they
pass subjectives. Richmond Coordinators:
Judy Carboni, Chris Swing, Thomas Clark.

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- 6/20/90 Located Herb Goleman at the Annex to make sure that George Tate (Degeach) will be here for a meeting with the Dixie Suburban Fire Department tomorrow morning concerning warehouse fogging. Herb said that Mr. Tate will attend the meeting. I asked him to call Mel Dailey.
- 6/20/90 Called Mel Dailey to make sure Herb called him with above information.
- 6/21/90 Instructed make-up training class (Lockout) 7:15 AM, 2:15 pm and 3:15 pm
- 6/21/90 Preparation for Safety Committee meeting scheduled for tomorrow.
- 6/21/90 Smoke panel evaluated Park machine cigarettes vs Control - No significant difference.
- 6/21/90 Compiled Primary portion of Chris Drwing report. Gave to Jammy for typing.
- 6/21/90 Ordered locks for Sam Witten, Anna O'Neal, Janice Brannan, Deanna Fredericks and John Spradling. They said that, in the past, they have had to borrow locks to enter silos on weekends.
- 6/21/90 Specification Consolidation meeting - Added to list:
 • Louisville needs to be notified before additional plasticizers are added.

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6/21/90 Gene said that subjective smoking will be required with each brand changeover on the Park machine.

6/22/90 Q.A. Safety Committee Meeting. Refer File: 150 5504 "Safety Committee Minutes"

6/22/90 Jimmy will handle John Cole's Project Status Report next week - I will be on vacation.

6/22/90 Patti said that she will follow-up on the project of moving Q.A. Computers on 2-10 and 5-12 from potentially dangerous areas.

6/22/90 Hand-carried sign-in sheets from "Lockout" training to Kevin Cornell's office.

7/25/90 Vacation
through 7/29/90

7/10/90 Betty assisted pipefitters in draining of PZ lines on 6/30/90.

7/10/90 Meeting with Chuck Stepp and Del Smith - ^{Anna O'Neal}
Packs of cigarettes will be left in Heater Section of packer for periods of 5, 10, 15 & 20 minutes and tested for OV and subjectives. This is a Taste, Odor, Stale project.

7/10/90 Talked with Anna about sampling for the Heater Section project. She will give pack closest to heater to me for smoking and the next pack to Del for OV on each of the tests.

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7/10/90 Talked with Barbara Wayne about Heater section Project

- 7/11/90 Heating test.
- 7/11/90 Janice Brennan said that the Export inspectors will monitor Park machine for brand changeovers.
- 7/11/90 Park machine will be running BEH 100's Menthol Lights all week.
- 7/11/90 Menthol panel smoked BEH 4 Menthol Lights manufactured on the Park machine against a control.
- 7/11/90 Menthol panel evaluated "5 Minute" Heater Section vs. a control.
- 7/11/90 Worked with Barbara on scheduling of special tests and "Degree of Difference" procedure.
- 7/12/90 Regular panel evaluated "5 Minute" Heater Section test Virginia Slims Reg.
- 7/12/90 Betty to check with Elmore Cook to determine proper disposition of old Formula Plus PZ.
- 7/12/90 Betty will convert 74 (old Superbling^{ment} formula) to be used in another menthol PZ.
- 7/12/90 Distributed Safety Committee meeting minutes. (June)
- 7/12/90 Went over pack OV TOS data with Del. (Info for Gene and Dan Lynch)

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7/12/90 Chris Irving - Nothing to report.

7/12/90 Recorded numbers on sign-in sheets, removed extra keys and distributed eight additional locks (for lockout) to Q.A. Supervisory personnel.

7/13/90 Received memo from Charlie Sell - Factory Trial Run - Bucks. No Q.A. testing was requested in memo.

7/13/90 Received draft (letter to Don Skipworth) justifying use of masking tape in PZ Room from Betty.

7/13/90 83 million MC-17 next week - made arrangements for pumping over on 'B' Shift.

7/13/90 Received ten minute test and control samples - Water section test.

7/13/90 Betty said that a job order is being written for new menthol cooker per David Decker (Eng.)

7/16/90 Meeting with Skip Johnson concerning Factory Trial Run of "Bucks" scheduled for Primary tomorrow. He requested OV samples into and out of P&S Dryer. He wants to see if the change in H₂O content of Bly spray and casing will have an effect. Should be sampled from beginning to end of run. I supplied him with some plastic bottle for flavor samples to be taken back to Richmond. He called Elmore to inquire about sieves - No sieves are needed. I called Del to make sure she was aware of testing required. Debbie Atkinson will coordinate Make-Back

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7/16/90 Regular panel evaluated 10 minute heater samples.

7/16/90 Menthol panel evaluated 15 minute heater section samples.

7/16/90 Received memo from Don Hayes - Follow up on P.A. Safety Committee Recommendation.

PHILIP MORRIS U.S.A.

INTER-OFFICE CORRESPONDENCE

Louisville, Kentucky

To: Information Services Date: July 16, 1990

From: W. D. Hayes

Subject: Moving of Quality DEC Terminals

Due to safety hazards, Q.A. requests that the Quality DEC Terminal located on the north wall of 2-10 be moved to the east wall of 2-12. The Quality DEC Terminal located on the north wall of 5-12 be moved to the 6-1 Lab Quality Inspection office. A work order has been issued.

W. D. Hayes
W. D. Hayes

cc: H. G. Coleman
R. D. Coleman
V. A. Henry
J. M. MacDonald
A. B. O'Neal
File

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7/17/90 Have letter to Don Skipworth to justify use of masking tape in the P2 Room to Jimmy for typing.

7/17/90 Reviewed status of safety projects (1-12, Make-Bek & Primary).

7/17/90 Menthol panel evaluated 20 minute samples - Heater Section Test.

- 7/18/90 Jammy brought to my attention that (at the "B" Shift Mfg Safety Committee) Sam Witten stated that Q.A. Inspectors are still having problems with the trays falling off packers and hitting them when they are doing audits. Investigation revealed that the problem is evident on all three shifts and appears to be plant wide. This problem is caused by hourly workers not removing trays at proper times and is a breach of established procedure. This situation will be discussed at the next Q.A. Safety Committee with follow-up (probably through Don Hayes).
- 7/18/90 Del Smith said that they are now using the Wiley mill in the Primary Lab, training was completed before put into operation and no problems have been encountered.
- 7/18/90 Went over formula changes with Dan Block.
- 7/18/90 Have flavor samples from "Bucks" run to Debbie Atkinson. 2055559076
- 7/18/90 Received test-run samples of Bucks Full Flavor and Bucks Lights for Smoke Panel evaluation.
- 7/18/90 Received samples of Sienna Cigarettes (Project Ambrosia) after test run. Could detect light, sweet, vanilla type odor in sidestream smoke.
- 7/18/90 Evelyn Bowling called and requested materials for safety talks as well as suggestions for topics. I sent her "First Comes Safety" and "Electrical Safety" booklets as well as three different types of Safety Contact Cards. I told

7/19/90	Drafted Primary/LSPP portion of Chris Irving report and gave to Sammy for typing.
7/19/90	Hand-carried letter to Don Skipworth after Bill Spruher signed it. Refer: Pg 104.
7/19/90	Because averages in "Heater Section" test bordered on "moderate difference" although still in the "same to slight" limits, it was suggested that the tests be repeated. Chuck Stepp said that he will contact me on Monday to set-up testing.
7/19/90	Regular Panel evaluated Bucks Lights, Bucks Full Flavor and Sierra. Most of the panelists could detect a light, sweet, pleasant odor in the sidestream smoke. This was not detected in the taste (mainstream smoke) in the Sierra Cigarettes. Most of the panelists preferred the Bucks Lights over the Bucks Full Flavor. 2055559077
7/19/90	Betty changed her August 20 vacation to August 13 because of a conflict.
7/20/90	Suzanne Glass called and requested a special (early) evaluation of Alpine Lt 100's production from July 16. She said that Customer Service needs to ship on Monday (urgent) to fill an order. I told her that we would smoke them on the Menthol panel this afternoon and call her as soon as results are tabulated. Released 7/20/90
7/20/90	Made note on calendar (December) to be sure and include frequent substitute smokers (Eg. Gregg Murray, Tina Kadow, etc.) in

7/20/90	Smoke Panel incentive awards.				
Cont.)					
7/20/90	Kevin Connell called and said that he had followed-up on C.A. Safety Committee concern that Marklift in Breezeway is being stored in "up" position. He said that, in the future, it will be stored in the "up" position.				
7/23/90	Drafted meeting notice for Safety Committee meeting scheduled for Friday and gave to Jimmy for typing.				
7/23/90	Received "Safety Performance - June 1990 - Louisville Operations" Report from the Loss Prevention Dept. Ruth Korb had 23 lost workdays at the end of June (38 days to date). ^{QAY} Goal 1990: Lost Workdays not to exceed 59.				
7/23/90	Talked with Barbara Wayne about results of recent specials and possibility of re-running the "Heater Section" special.				
7/23/90	Park Machine changed to Bristol ^{Ultra} Lights				
7/23/90	Ruth Korb's leave to be re-evaluated on 7/25/90. Holding-off scheduling of makeup Lockout Training classes until it is determined whether she will return to work on that date or have her leave extended.				
7/24/90	Distributed Safety Committee Meeting Notice.				
7/24/90	Smoke Panel (Regular) evaluated Bristol Ultra - Lights (Park Machine Vs. Control) No significant difference.				

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- 7/24/90 Discussed "Heater Section" test with Barbara Wayne and Janice Brannan. It was their feeling that the detectors are working and kicking out packs when left on heater section on most of the machines in the factory. It was also discussed that the heaters now retract (away from packs) when packer goes down. Further investigation will follow.
- 7/25/90 Talked with Dave Miles, Jim Snider and Del Smith concerning recent changes in the Louisville Primary.
- 7/25/90 Updated "History of Equipment/Process Changes in the Louisville Primary" manual and gave to Jimmy for typing.
- 7/25/90 Talked with Gene, Janice and Barbara concerning Heater Section testing. It was decided that Process Control inspectors will check packers throughout the factory when the machines go down. If any of the machines are found to have non-functional detectors, those machine will be targeted for the repeat of the "Heater Section" smoke panel evaluation.
- 7/25/90 Reviewed the results of the meeting (mentioned above - Gene, Janice, Barbara) with Chuck Stepp.
- 7/26/90 Drafted Primary portion of Chris Irving's report and gave to Jimmy for typing.
- 7/26/90 Mental meter with improved filter wheels is being calibrated.

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- 7/26/90 Organized discussion material for Q.A. Safety meeting scheduled for tomorrow.
- 7/26/90 The Menthol and Regular panels evaluated Sierra Menthol and Regular from the test runs of 7/25/90.
- 7/26/90 The Regular Panel evaluated Bristol FF from the Park Machine Vs a Control.
- 7/26/90 PZ truck not ready to pump-in at 2:55 PM. Reason was that guards did not notify Delmar that the truck was ready and the truck was left sitting in holding area instead of the Breezeway. Betty will stay over long enough to start pumping in and Melvin will sign the truck out when off-loading is completed.
- 7/27/90 Quality Assurance Safety Committee meeting. Refer 1505504 (Safety Committee Minutes).
- 7/27/90 1:30 Meeting with Del Smith. She will be on vacation next week. Reviewed reports, air velocity scheduling, specials, etc. Del said that it will not be necessary to do Mr. Lynch's report next week. Judy Harris will be on third shift, Chuck Masterson on vacation, Cathy Peoples on vacation and (possibly) Thelma Hernandez still on jury duty.
- 7/27/90 Talked with Janice Branan concerning status of 1-12 safety projects. (Refer Pg 89). She said that Ron Allison told her that Blaine Dougherty is working on some re-designing of 1-12 but he will assign someone to work on strictly the safety aspect. Ron will call Kevin Connell and ask him

7/30/90 Working in Primary Lab - DeLong vacation

7/30/90 Meeting to set up Bucks test to be run tomorrow. Jerry Gravel, Judy Barton, Mae Jye and Jim Josat to handle sampling points. Joe Mc Guath reviewed test schedule with all persons involved. Richmond Coordinators are Skip Johnson, Lou Helosa and George Yatrakis.

7/30/90 Drafted Primary/LSP portion of John Cole's Project Activity report. To be forwarded to Patli. Patli will do her part of report and give to Jimmy for typing.

7/30/90 Alpine Lts 100's (Park Machine) produced 7/16 evaluated by Menthol Panel. These cigarettes had been held for two weeks because of menthol foil.

7/31/90 ^{Working in Primary Lab} Menthol Panel evaluated Park Machine Grand Chargeover. Merit Ultra-Light 100's menthol.

7/31/90 Special test-run in Primary (Bucks). Samples were collected for OV, SVT, Surfer spray, P&S Cooling, P&S Exit, Exit Breeze, Cooling Cylinder, Exit Cutters, Exit Bag Filter and Exit Flavor Cylinder. No problems were encountered. Cigarettes will be made tomorrow on 2-8's.

7/31/90 Cigarette production of Bucks tentatively scheduled to begin on August 13.

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7/31/90 Bill Speicher's Staff Meeting. Items discussed concerning Primary, PZ & Safety:

- CV Comparisons between factories
- Roadblocks (Quality Improvement)
- PZ Room expansion
- Truck sampling platform modification
- Hydrogen storage proposals

Bill asked me to prepare an agenda outlining ES needs (Primary P.A.)

7/31/90 Called Diana Beaul to find out whether Rose is going to provide USPP Lab personnel with sign-up sheets for working in P.M. State Fair booth. She said she will call me if we need to provide them.

11/31/90 Left sign-up sheets for B & C Shift with Melvin

7/1/90 Working in Primary Lab.

8/1/90 Polled Betty and Primary P.A. personnel to see who wants to work at State Fair. Distributed sign-up sheets. Dave Joe a list of all interested personnel.

8/1/90 Informed Debbie Atkinson of results of Bucks Primary run so that she could start making test cigarettes.

8/1/90 Jayed CV results from the Bucks test run to George Gatrakis. Copies to Joe McGrath and Skip Johnson

8/1/90 2-8 and 2-10 (Air Val - "A" Shift Sunday) Phyllis Andres reported at Wed Staff Mtg. Sheet Metal Men confirmed. Jerri Brand was informed.

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- 8/1/90 Talked with Judy Barten about sample methodology. She said she is working on it every day.
- 8/2/90 Working in Primary Lab.
- 8/2/90 Talked with Joe about ^{repeated} sampling of G's filler (same filler every day) in boxes. She same boxes sampled all three shifts for several days before using in Production. Joe said that resampling of boxes is unnecessary except when filler is too high and may be allowed to sit to dry and other isolated incidences. He said to instruct technicians to test only filler that is to be used within three to four hours of the time of the sample. He asked me to forward info to other shifts (effective immediately). He said that he will ask Dick to write a procedure for G's sampling next week. I left a note in Supervisors Log for Melvin & Gladys and informed "A" Shift Techs.
- 8/2/90 Left a note in Supervisors Log Book for Dick to see Joe on Monday about G's procedure.
- 8/2/90 Talked with Diana Beard. She will be on vacation next week. She said that she could not think of any reason for me to work in LSP Lab next week but that it would be a good idea to call technicians daily in case problem arise. Have Joe my beeper number in case they need me.
- 8/2/90 Faxed appropriation request (P2 Room) to Ed Tucker in Richmond. Joe was sending the information to Ed to be used in a meeting to justify consolidation of some plasticizers.

2055559083

8/2/90 Talked With Denny and Joe about the possibility of Q.A. claiming the PZ Consolidation as a cost savings (provided the plasticizers are consolidated). Denny talked with Bill Martz. Bill M. said that he felt that it would be valid since we will be forced to expand the PZ Room if the plasticizers are not consolidated.

8/2/90 Completed ACT Suggestion form:

Action Cost Team Suggestion Form

Dept. & Cost Center: Q.A. 15D Supervisor: _____
 Social Security No.: _____ Date: _____
 Name: Wilkinson, J.C. M. M. R.D. Colman Evaluator: _____

Situation Now:

The entire plasticizer preparation and delivery system is in the process of modification to accommodate additional types of PZ as requested by Manufacturing Services. We are \$26,700.00 into a \$171,700.00 project. See attached appropriation request.

Your Idea for Improvement:

To consolidate plasticizers in order to reduce the number of plasticizers, lines, tanks, agitators required to supply PZ to the low floors and reduce personnel labor. This would be a cost savings of \$145,000.00 + labor required to prepare, test and handle the additional plasticizers.

Advantages:

Reduce labor hours in PZ Room, Quality Assurance testing areas and Manufacturing. Fewer security breaches. Less held product due to security breaches.

Give Specific location affected: PZ Room and Delivery system

Other possible evaluators: _____

FINAL ROUTING: Casualty-ACT, Risk-Representative, Cost-Evaluator

2055559084

8/3/90 Working in Primary Lab

- 8/3/90 All Bucks cigarettes from this week's test run to be forwarded to Richmond. No Louisville subjects required. No samples were available for retained.
- 8/3/90 No problems encountered using revised procedures for testing of G's filter.
(Refer: Pg 112)
- 8/3/90 Faxed July Cuen Comparison data to Robin Holliman in Richmond.
- 8/6/90 Received Safety Committee Meeting minutes from July meeting. Returned to Sammy for typing.
- 8/6/90 Brand Changes (Park Machine) continue to be monitored by Menthol panel.
- 8/6/90 Checked with LSPP Lab - No problems. Reminded them to contact me if problems arise.
- 8/6/90 Received Smoke Panel Special (Regular and Menthol). These included recent testing of Park Machine, Bucks brand and Sierra Regular and Menthol.
- 8/7/90 Tom Kellers to attend Kentuckiana Haz Mat Conference/School on August 17 through 19. This is part of his Emergency Response Team training.

2055559085

8/7/90 Bill Speicher's staff meeting:

- Still waiting on communications from Tech Services on PZ consolidation or PZ Room expansion.
- Problems with running Hydrogen lines (for relocation of Hydrogen tanks)
- OV Comparisons between factories and audit.

8/7/90 No problems reported - LSPP Lab.

8/7/90 Copied down - unable to distribute safety minutes or "Changes in Primary" update

8/8/90 Meeting with Brenda Strong, Charlie Krause, Bill Speicher, Joe McGrath and Del Smith: Presentation on OV comparisons between Louisville and Product Audit given by Brenda and Charlie with question and answer session.

8/8/90 No problems reported - USPP Lab

8/8/90 Called USPP Lab to find out information about chemicals (KABAT and chloroform) for disposal. Technicians could not find the chemicals.

8/9/90 Jammy said that Chris Irving report has been discontinued.

2055559086

- 8/9/90 Called Joe Mc Grath - No word on PE Consolidation from Joe Bickett or Ed Tucker.
- 8/9/90 Security Guard concerned about items stacked - blocking access to electrical panel outside PE Room. ik thought they belonged to G.A. Betty checked into this. Items belonged to Primary.
- 8/9/90 Assisted Evelyn in repair arrangements for the HP integrator used for Glen analysis at LSPP. No other problems were reported from LSPP Lab.
- 8/10/90 640's Formula 93 (Korea) manufactured with tipping in side-seam reservoir and side-seam in tipping reservoir. Arrangements were made to assemble a special Regular smoke panel. Investigation revealed that machine went down when reaching the tipping adhesive. Special smoke panel cancelled - per: Bill Speicher.
- 8/10/90 Received memo from Joe Bickett - "Revised System for Release of Mentholated Foil Products". (Page 117). Distributed copies to Gene, Joe, Bill J., Bill S., Denny, Fred Carney, Suzanne Glaser. Gave copy to Barbara Wayne and discussed it with her. Refer: ISD P175 "Menthol Foil Procedures."

2055559087

8/10/90

AUG 10 '90 07:16 PHILIP MORRIS

PHILIP MORRIS U. S. A.

P.2

INTER-OFFICE CORRESPONDENCE

RICHMOND, VIRGINIA

To : Distribution
 From : J. E. Bickett
 Subject : REVISED SYSTEM FOR RELEASE OF MENTHOLATED FOIL PRODUCTS

Date: August 9, 1990

Effective immediately the following revised system should be used for release of mentholated foil products.

- 20's must be held for a minimum of ten (10) days from their initial production date to allow equilibration of menthol to take place.
- 6's must be held for a minimum of five (5) days from their initial production date to allow equilibration of menthol to take place.
- All products (20's & 6's) destined for cold storage must be equilibrated for the prescribed time frame prior to entering cold storage.
- Products will be released for shipment on the eleventh (11th) day, if there are no other quality related problems associated with the product.
- Plant QA Manager should continue to monitor analytical smoke data and subjectives routinely.

Any deviation from this procedure must be approved by Technical Services and Plant Management.

JEB:bgb

8/10/90 Jar stains noted around dilution holes on filter of VSSS Ment cigarette after the cigarette had been smoked in Menthol panel. Several cigarettes in pack were tested. Stains not evident on other cigarettes. Released.

8/13/90 Called Ed Tucker concerning PZ consolidation. He was not sure of the status of the project. He said that he will have Elmore talk with Joe Bickett and get back with me.

2055559088

- 8/13/90 I talked with Bill Speicher about delays on P2 consolidation. If plasticizers are not to be consolidated, a new P2 Room must be built (Expanded). Bill said he will bring it up with Joe Bickett on Friday when Joe comes to Louisville.
- 8/13/90 Regular Panel began evaluating "Bucks" Full Flavor and Lights production. These brands (each production day) will be smoked for 2 weeks (New Brand Evaluation). Panel response was very favorable to both models of the brand.
- 8/13/90 After talking with Bill Speicher, I instructed Diana Beard to give the KABAT that is being stored in the LSPP Lab to Jay Jones or Don Anderson to be given to Bill Taylor when he returns from vacation. I also talked with Jay Jones concerning this.
- 8/13/90 Marlboro audit (Regular Panel) Temporarily dropped due to start-up of "Bucks".
- 8/13/90 Menthol panel evaluated Ment Mint from Park Machine.
- 8/14/90 Continue to evaluate Bucks Lt & FF. Production will be held until all quality parameters are checked.
- 8/14/90 Bill Speicher's staff meeting. The following items were discussed:
- BEH De-Mic
 - Ment De-Mic
 - Next - (Four Packings)

2055559089

(Cont)

- Ambrosia Start-up January 1991
- Marlboro Standardization Memo distributed
- Bill requested that I call Charlie Krausse and ask him to send all analytical and smoke data on menthol foil and new brands to me.
- PZ Consolidation
- OTM
- Pieces of Paper per pound.
- Phone calls computer sheets handed out.

8/15/90 Near-miss investigation - Debbie King revealed:

- Employee was sampling the discharge end of Silo #19 when she put one foot on the rail outside the silo and the other foot on the feed belt inside the silo. The feed belt started up while Debbie was in this position. Gladys Birk grabbed Debbie's arm and pulled her from the silo. This incident did not result in an injury.

The following breaches of procedure were noted:

- When menthol samples are requested, samples (front, middle, rear) are to be sampled from the inside of the silo with the silo locked out.

2055559090

- If a free-fall sample from the discharge end is required, employee is to stand outside the silo and catch the sample in a long-handled scoop sampling device. Silo attendant to start rollers far enough to sample.
- Hands, feet, etc. are never to be placed on feed belt at discharge end of silos.

8/15/90 Gladys Birk and Del Smith were instructed
(Cont) to counsel Debbie concerning proper sampling procedure.

8/15/90 Checked with Sam Witten to make sure that the "B" Shift Safety Committee is following up on problem of trays falling off machine (putting inspectors in danger of injury). That committee is following-up.

8/15/90 Received daily accident summary from Loss Prevention indicating that Myra Dowell ("C" Shift Process Control Inspector) had received a contusion to her left knee while removing a case from a conveyor. I was not aware of the accident and had not received an accident report from John Spradling (her supervisor). I asked Gene to have John submit the accident report.

8/15/90 Copied and distributed Safety Minutes (July meeting).

8/15/90 Obtained "Bucks 6's" samples from Doug Fessel for analysis by Reptel panel.

2055559091

8/16/90 Distributed update of Manual "History of Equipment/Process Changes in Louisville Primary". Sent to Louisville distribution and L.W. Zinski only. (Per Joe M. Brath) We were unable to locate many of the people on the Richmond distribution due to transfers, etc. Refer file 15 DG 159 (Changes in Primary) Update.

- 8/16/90 Called Del to follow-up on Debbie King. She said that she and Gladys had talked with Debbie concerning sampling procedure and emphasized that hands, feet are not to be placed on feed belt.
- 8/16/90 Called supervisors to set-up make-up Lockout training scheduled for tomorrow at 10:00. Reserved 6-1 Conference Room.
- 8/16/90 Reviewed Class material (Lockout)
- 8/16/90 Hydrogen alarm improved - Can now be heard in all Lab & Office areas in 6-1.
- 8/16/90 Regular panel evaluated Bucks' Full Flavor, Lights and 6's.
- 8/17/90 Lockout Training - make-up class completed. Only Bill Taylor remains to be trained.
- 8/17/90 Accident investigation completed (Myra Howell). Accident report sent to Kevin Connell. Not Recordable.
- 8/17/90 Meeting chaired by Joe Bickett to discuss Specification Consolidation and Improvement Requests.
- 8/17/90 Copied sign-in sheet from Lockout make-up class and sent to Kevin Connell.
- 8/27/90 Message from Karen Deane saying that she wants to come to Louisville the week of Sept 24 to evaluate the panels and conduct some training sessions.

- 2055559092

(Cont)

8/27/90
(Cont.) She will be bringing ballots currently used in RED panels and sample cigarettes designed to bring out certain taste characteristics. I tried to call her to confirm but she was out of her office.

8/27/90 Karen also wants to discuss our panels picking up some special testing now done at RED and dropping some of the smoking that we are now doing.

8/27/90 Prepared meeting notice for Safety Committee meeting to be held Friday and gave to Sammy for typing.

8/27/90 Regular panel evaluated Cigarettes left on machine during a smoldering fire on 2-12. All production on the floor had been held from 7:00 PM - 8:15 PM on "B" Shift 8/25/90. The cigarettes from the machine were evaluated because they had the heaviest exposure to the smoke. No significant difference was found when the suspect cigarettes were compared to a control. All production was released.

8/27/90

2055559093

9/24/90

Diluted iodine, normally prepared by Analytical personnel, does not have sufficient strength to check specialized die numbers on paper. Delmar on vacation. We could not locate his iodine crystals to make a higher strength solution. Called Pioneer Chemical - no iodine in stock. Called The Medical Dept. They no longer use iodine. They use a Betadine solution (soppy) to clean wounds. Dayle found a bottle of iodine (medicine solution) in a first aid kit. The iodine from the kit was of sufficient strength to check the paper. Gave to Gene. He will give to Process Control supervisor who will be responsible for making sure that the solution is handled properly.

9/24/90

Distributed Safety Committee Meeting minutes - August meeting

9/24/90

Distributed Safety Committee meeting notice for meeting scheduled for Sept. 28.

9/24/90

Received "Exit" sign from Mel Dailey - supposed to be constructed of the same material as fire extinguisher arrows. He needs to order arrows ASAP.

Exit sign: W. H. Brady Co. Stock #45257

Fire Arrow: Safe House Sign Co. Part # S-4-8
(Per Mel D.)

Both signs available from Orr Safety

2055559094

9/24/90 Machine part (door stop for a Focke Boxer) submitted by Doug Schiber - Needs to know plastic composition; says it is an approved Philip Morris part. (Needs composition to order more). I left a note asking Mark Hatch to analyze the plastic on the FTIR on "C" Shift tonight.

9/24/90 Ed Tucker called and said that Aubrey Utz will be in Louisville tomorrow to run a PZ/Plug test using ML84 & 58. We asked me to:

- Check menthol level on last batch of each of these plasticizers.
- While running test - Pull two samples of each PZ for each test. Send one sample of each to Ed Tucker and analyze one in Louisville.
- Plugs: Aubrey will split samples with us.

9/24/90 Called Ed Tucker with the following results:

ML-58 Produced 9/13 105.5 mg/ml
ML-84 Produced 9/24 89.0 mg/ml

9/24/90 Regular and Menthol Panels evaluated DBCBly Cased vs Uncased.

9/25/90 Tammy Weston called and said that she would like to meet with Bill Speicher and me with Delmar present in one meeting on October 8 and have a separate meeting with Greg Guelman on the same day.

(Cont)

2055559095

9/25/90
(Cont)

She wants to discuss changes (14 points approved through Steve Sarrah) in the materials evaluation program designed to make the system function better. She said the changes would have an impact upon the responsibilities of the Materials Evaluation Dept. She asked me if I could try to arrange meetings and get back with her. She can make travel arrangements.

- I checked with Bill Speicher and set up a meeting with Bill Speicher, Dilmer, Jammy, and myself for 9:00 am on Oct 8.

- Called Greg Huelsman and set up a meeting at 10:30 with Jammy and Greg.

- Called Jammy and informed her of arrangements.

9/25/90 While I was on the phone with Jammy, I asked her about fire extinguisher signs. (Refer: Pg 134) She said to order from Brady Co. as they are aware of Philip Morris requirements for plastics. If ordered from Brady, P&D analysis can be bypassed. Called Mel Daily with this info. He gave me Brady's number.

9/25/90 Called Brady for info on plastics used in fire extinguisher arrows
W. H. Brady Co. Ind., Ind 317-547-8385
W. H. Brady Co, Milwaukee 1-800-635-7557

2055559096

- 9/25/90 GC analysis of plasticizers for special Plug test reported to Aubrey Litz. Samples of P2 given to him. Aubrey said there was no need to split plug samples as no Louisville analysis of plugs is required. (Refer Pg 135)
- 9/25/90 VSSS ment (Total Pack Menthol) samples slightly below lower limit. Released but asked Barbara to double-check the results on these when smoke panel evaluates them (when they are 10 days old)
- 9/25/90 Mel Dailey called and said that Ron Bogan working with consultants and reviewing proposals for hydrogen storage. He is working with Intersteel.
- 9/25/90 Here submitted Cambridge Lights Menthol King Size cigarettes that had been in cold storage for 9 months for OV, Total Pack Ment, and subjective smoking.
- 9/25/90 Results of analysis of doorstop for Joche Boxes - Polyethylene. Refer Pg 135. Called Doug Schiber. (Analyzed by Mark Hatch).
- 2055559097
- 9/25/90 Menthol & Regular panels evaluated special cigarettes (New Brands and Richmond Training evaluations - Bly Cased Vs Uncased).
- 9/26/90 Lester Glover from M.C. called and said that menthol foil produced on 7/20/90 for B&H De-Nic had crystallized. Sue faxed Lester our data for that lot date. Our data was within range established by Operations Services.

9/26/90
(Cont)

Lester asked for reasons that menthol foil might crystallize. We told him that the two most common reasons would be exposure to air or exposure to cold.

9/26/90

Lester faxed me an incident report along with a copy of their data. I faxed this information to LMCP.

9/26/90

Menthol and Regular panels evaluated
DBC Burley Cased Vs. Uncased, new brands
L&M Milds and Marlboro Menthol FTB Full flavor

9/26/90

Bill Speicher's Staff Mtg:

- New Procedure: Out of Spec. Tar and menthol results will be flagged and faxed to Louisville to Bill Speicher's attention.
- Metrolit enrollment period - Before Oct. 1
- Meeting (Managers QA) in Richmond tomorrow to discuss Analytical training. Louisville will not be represented at meeting but meeting minutes will be sent to Louisville
- Technicians may enter solos if their supervisor and a Primary is with them
- Hydrogen tank storage room - on Hold - Lab may be moved.

2055559098

9/26/90
(Cont)

Bill Spicker's Staff Meeting (Cont):

- Bill asked me to review 4 in 1 (new procedure from Richmond)
- General Managers and Q.A. Manager October 19 Mtg - Topic: TOS
- October 21 - meeting at Mastercard.

9/26/90

1 308 220 (Fax LMCP)

1 308 600 (Phone LMCP) if no ans in office.

9/26/90

Lester Glover called back - Said that 83's foil was worse than 100's - all foil rejected. I called Ken Rudolph - advised him of situation. Ken said he would get with Pete Strang.

9/27/90

Bucks cigarettes placed on hold because Bright casing was out. (Precautionary). Lab did not receive sample before flavor used & tobacco in cigarettes. Further testing revealed that no essential ingredients missing - Cigarettes released.

2055559099

9/27/90

P. S. Janker arrived with a dirty hose. Dashed Marty to instruct the driver to find a place locally to have hose cleaned or replaced. If this cannot be done - truck will be rejected. Driver called his dispatcher who told him of a place on Fern Valley Rd that would clean hose. Marty had broken seals to obtain sample. Called Shipping & sent Marty to Shipping for seals. Truck resealed & sent to have hose steamed. Lester Turner & Marty will coordinate off-loading.

9/27/90 Menthol & Regular panels: Specials (Training Cigarettes), New Brands.

9/27/90 Meeting with Keith Waynes and Dan Bloch to discuss proposed procedure for approval by G.A. of flavors before application to filler.

9/27/90 Attended Central Safety and Health Committee meeting in Bill Speicher's place.

9/27/90 Virginia Pautenbusch compiled John Cole's Project Activity Report.

9/27/90 Denny Price / Mary Carney submitted a sample of X-O Odor neutralizer to be given to Delmar when he returns from vacation.

9/28/90 Q.A. Safety Committee Meeting.

9/28/90 Dan Bloch called - Possible menthol contamination in ripper silos (Production feels contaminated material isolated & removed) Samples were taken from front, middle, rear and all sides - No menthol. Silos released.

9/28/90 3-8 Changeover on 3rd Shift tonight instead of 1st Shift Saturday (Per Doug Murphy). Informed HC Room personnel. Mark Hatch will handle.

9/28/90 Brady Company called back concerning fire arrows constructed of acceptable material. Transferred call to Loss Prevention Dept so that they could record information for purpose of ordering.

2055559100

- 9/28/90 Flavor samples (from Walter Havens) were submitted in a more timely manner on "B" Shift.
- 10/1/90 Submitted Cambridge Lights Kings (Cold Storage) to Del (Pack 01), JC Room (menthol) and Barbara (subjective smoking)
- 10/1/90 Sent accident report (Judy Harris) to Kevin Connell.
- 10/1/90 Anna O'Neal obtained control samples for Subjective Smoking (Cambridge Lights - Cold Storage)
- 10/1/90 Asked Sue Eadens to check out JC at LSPP Lab. Evelyn said she could not get it to work.
- 10/1/90 Doug Fessel submitted Virginia Slims Menthol Ultra-Lights for subjective smoking. Cigarettes were manufactured with wrong plug wrap. Significant difference was found between test and control - Bordered upon extreme difference.
- 10/1/90 X-0 Sample given to Delmar (Refer Pg 140)
- 10/1/90 Talked with Ron Gilman concerning ^{QA Mgrs.} meeting held last week in Richmond on topic of analytical training. He said he will send copies of everything discussed at meeting - including outline of training. We briefly discussed the training program. He said instructors will travel to various locations to conduct training. (16 hours of instruction)

2055559101

142
10/2/90 Talked with 1st Shift Analytical Techs on subject of new procedures for flavor sampling and testing before use. Asked for their input.

10/2/90 Bill Speicher's Staff Meeting:

- Analytical Training
- Maths Evaluation Committee charges to be discussed with Jimmy Weston Monday
- New procedure for sampling of flavors
- Re-organization in Employee Relations (Peggy Johnson retiring)
- Jim Payne working on a new Hg₂ Chart for O.A.
- Computer issues discussed.

10/2/90 Sue checked GC at Annex - Appears to have a number of things wrong with it - Will not run. It was felt that (after GC sat for several months) Detector may be oxidized or dirty, Column destroyed, Injection port clogged, etc. I notified Evelyn that their only course of action would be to call Hewlett Packard service Rep.

2055559102

10/2/90 Keith Haynes & Dan Bloch said that Ed Turner wants to set Monday as a date to start requiring that flavors are tested & approved before using in production. They said that they will shut-down lines until analysis/approval received. After some discussion, it was felt that a better course of action would be to:

- Write a procedure and submit to all parties involved for approval.

- Discuss all aspects of procedure with Flavor Room & QC Room personnel.

- 10/2/90 I talked with Bill Speicher about above procedure and suggested that we try the procedure for a "trial period" before "shut-down of lines" portion implemented - Bill agreed.
- 10/2/90 Stu Burns will draft above procedure.
- 10/2/90 Called Greg Huelsman - No trucks will be scheduled for Monday, Oct. 8 so that Delman can attend meeting with Jimmy Weston, Bill Speicher and myself.
- 10/2/90 Received results of O₂, ment and subjective testing (Cambridge Lts Krip-Cold Storage) & will issue a report.
- 2055559103
- 10/3/90 Den Bloch called and said that the ripper will be in operation on 2nd Shift Saturday. I told him we would have coverage.
- 10/3/90 Marty said he would call Marvin and let him know who will cover ripper Saturday.
- 10/3/90 5 flavor samples brought to lab for analysis at 9:48 AM. Labels indicated that 13^m of the 5 samples results were needed by 10:00 AM. Production schedule indicated that the V5M Ultra Lts (OK sample) was scheduled to run at 1:30. I called Stu Burns. He said 45 minutes set-up time and time for recheck (if necessary) and adjustment (if necessary) was included. It was later noted that another flavor sample with 10:00^{AM} analysis deadline was not scheduled to run until 7:30 PM. No reason was given for this. Stu Burns said that reasonable analysis deadlines would be

10/3/90 (Cont)	incorporated into the procedure he is drafting. (Glove sampling before use)
10/3/90	Attended Doug Murphy's 2:30 Staff Meeting.
10/3/90	Brand Two changeovers to be done Sunday because brands are scheduled to work Sat & Sun. Others will be done with absentee replacements & on the run. Further info will be available later in week.
10/4/90	Called Bob Nordmeyer to see if Hydrogen ¹ alarm had been tested this month - He said it was tested last Saturday. Sticker on alarm verified that it was checked on 9/29/90.
10/4/90	Bill Taylor said that a test had been requested on menthol foil rejects. Denny said that the test had already been run (last April) by Jackie Poterat but no report has been issued. Bill asked Denny and me to work on the report & issue ASAP.
10/4/90	Second evaluation of Marlboro Lights 100's produced on Park Machine. Initial evaluation had produced negative comments on test cigs. (Regular Panel)
10/4/90	Results of various models of cigarettes for evaluation of panel / training needs forwarded to Karen Deane in Richmond.
10/4/90	All shifts will be covered in GE Room this weekend (Due to number of brands on O.T. Sat & Sun. and number of changeovers) One tech per shift unless unforeseen testing occurs.

2055559104

10/4/90 Bill Taylor said that Steve Darrak had requested a menthol foil test involving packing & repacking menthol foil cigarettes (rejected for packing defects) to determine saturation point (menthol level). It was decided to meet later and review results of a test that Denny had run previously.

10/4/90 Evelyn called and said that the HC at the LSPP had been repaired but she needed help with the start-up of the instrument & the Glen procedure. I asked Sue to call her and walk her through it.

10/4/90 Talked with Production personnel to confirm changeover times for brands scheduled for this weekend.

10/4/90 Eight brands working Saturday, 6 brands working Sunday, several changeovers. Set-up tentative weekend schedule for Analytical Overtime for this weekend.

2055559105

10/5/90 PM - 80 boxes being sent to LSPP with menthol odor. Keith Haynes said that menthol boxes can be used if all tobacco is dumped out. Mike Curran said he will talk with Rosie about the situation.

- Joe McGrath talked with Ed Turner - Ed said that the decision was based on in-house testing done about a year ago.
- I called Denny - He found a copy of the report. No recommendation was made by QA. for use of menthol boxes at LSPP. However no transference of menthol was noted in the test.
- Ed Turner said that he would have no problem with discontinuing the practice of reusing the ment. boxes if Rosie objects.